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Minimum Qualification Specifications
for the Class:

BOATING AND OCEAN RECREATION ADMINISTRATOR
(BOATING & OCEAN RECR ADMR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of public administration including the budget and legislative processes; issues and processes involved in developing and maintaining maximum use of real property and facilities for commercial use; and principles and practices of supervision and management.

Ability to: Administer a statewide boating and ocean recreation program; establish priorities and formulate program policies; plan, direct and coordinate the work of others; establish and maintain effective working relationships with legislative and other governmental officials, special interest groups, individuals and concerned citizens; prepare clear and concise reports; and speak effectively before groups and individuals.

Basic Education Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Experience Requirements below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills and abilities. The education or experience must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systemically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: Two and one-half (2-1/2) years of progressively responsible professional work which involved

gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgement in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Two (2) years of professional work experience which demonstrated knowledge of issues and processes (e.g., economic, physical and environmental factors; needs and concerns of community, business and special interest groups, and government entities; sources of funding/financing) involved in developing and maximizing use of real property and facilities for commercial use.

Managerial Experience: Two (2) years of professional managerial experience which involved responsibility for the management of operations, maintenance of facilities, and which demonstrated the ability to deal effectively with business contacts and the general public, and to recognize, analyze and resolve management and operational problems. The managerial experience must have involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, material equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Administrative Aptitude: Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. A master's degree from an accredited college or university may be substituted for one (1) year of General Experience.
2. Excess Specialized or Managerial Experience may be substituted for the General Experience on a month-for-month basis.
3. A bachelor's degree in real estate from an accredited college or university may be substituted for one-half (1/2) year of Specialized Experience.
4. A Certified Property Manager (CPM) professional designation or a Real Property Administrator (RPA) professional designation may be substituted for one-half (1/2) year of the required Specialized Experience.
5. A master's degree from an accredited college or university in real estate, land development or closely related field may be substituted for one (1) year of the Specialized Experience.
6. A master's degree in urban or regional planning with a specialization in land use planning (or an equivalent planning major) from an accredited college or university may be substituted for one (1) year of Specialized Experience.
7. A master's degree in Geography with specialization in urban and regional development and successful completion of curriculum leading to a certificate in planning studies in the Department of Urban and Regional Planning at the University of Hawaii may be substituted for one (1) year of Specialized Experience.
8. A Ph.D. degree (or equivalent doctoral degree) in urban or regional planning with a specialization in land use planning (or equivalent planning major) from an accredited college or university may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Desirable Qualifications:

Desirable Experience: Experience which involved managing marine recreation programs and facilities.

Demonstrated Competency in:

- Developing a vision for the future by identifying an organization's opportunities and potential for improvement; initiating organizational change for the future; building the vision with others and inspiring, motivating and guiding others toward goal accomplishment.
- Anticipating, recognizing, and analyzing operational problems and opportunities. Identifying problems and causal factors, developing innovative alternative solutions and preventive measures, and making sound and effective decisions to resolve issues on a timely basis.
- Communicating effectively with individuals with diverse backgrounds, orally and in writing. Managing and resolving conflicts, confrontations, and disagreements.
- Managing operations to meet expected performance levels on time.
- Encouraging, facilitating and obtaining cooperation; instilling pride; and fostering trust in order to work as an effective group.
- Providing leadership and motivating staff.
- Consistently and effectively using a performance management system by setting performance standards; appraising staff accomplishments using the developed standards; and taking action to reward, counsel, or remove employees as appropriate.

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This is an amendment to the minimum qualification specification for the class BOATING AND OCEAN RECREATION ADMINSTRATOR (BOATING & OCEAN RECR ADMR), approved on June 3, 1997.

DATE APPROVED: 8/01/01

DAVIS K. YOGI
Director of Human Resources Development